

**FMFM Statewide Managers Meeting**  
**August 31, 2005**  
**RAM Center, Upper Classroom – Conservation Education Bldg**

**M A N A G E M E N T   R E V I E W**

Present (in alphabetical order)

Steve Anderson, Joyce Angel-Ling, Deb Begalle, Cara Boucher, Courtney Bourgundy, Lynne Boyd, Kirk Bradley, Jim Ferris, Jim Fisher, David Freed, Dale Garlock, Pat Hallfrisch, Scott Heather, Kim Herman, Roger Hoeksema, Les Homan, Joe Jarecki, Don Johnson, Al Keto, Dave Lemmien, Penny Melchoir, Rich Mergener, Marty Nelson, Dennis Nezich, Bill O'Neil, Mike Paluda, Larry Pedersen, Jim Radabaugh, Judy Salbert, Steve Scott, Jeff Stampfly, Bill Sterritt, Cody Stevens, Richard Stevenson, Joe Taylor, Susan Thiel, Eric Thompson, Tom Wellman

Consultants: Craig Howard, BioForest and Bill Rockwell, Plum Line

Meeting was called to order at 10:40 a.m. by Mike Paluda, UP Field Coordinator. He stressed the importance of this meeting and the upcoming external audits. Units that will be/are expected to be audited are not written in stone. Anything can happen. All units not scheduled should be taking this just as seriously as scheduled units.

**Go-To Meeting Software – Taylor**

Joe Taylor, FMFMD Program Services Section, explained the purpose of the program (on-line meetings), getting permission from DIT to use it, and the various licenses issued throughout the Department. We are being allowed to use it for one year. After the year is up, a letter has to be sent to DIT to get permission to continue use. Highlights of the program are:

- ✓ It allows an interactive meeting of up to 25 people. The PCs are linked while attendees talk on a conference call.
- ✓ Person who sets up meeting can pass it along to another person.
- ✓ Very simple to use. For example, Lisa Dygert can put a compartment map on the screen, get a unit on line and make changes to the map while they're discussing it. If you want to use it for getting compartment maps ready, contact Dygert and set up an appointment so everyone's there and ready at the same time.

Q: Do you need a Group Wise address?

A: No. Just an e-mail address.

Q: Can other Divisions use it? (Scott)

A: FMFMD can link you in.

Nezich demonstrated how the program works.

Taylor will be available for questions.

**Power Point Presentation on Certification – Nezich**

- ✓ All current versions of the Work Instructions (WIs) are on the intranet.
- ✓ Reviewed the outline of the Internal Audit Process and the Management Review Work Instruction.
- ✓ Internal audit schedule – past and future (Dennis Nezich)
  - Eight internal audits were done in 2005
  - Seven internal audits will be done in 2006.
  - Three year rotation after 2006 with five internal audits per year.

We have to be recertified every five years. The auditors will come back every year to see if we are taking care of all the conditions put on our plan. They're looking for continual improvement in our performance.

Howard: They may choose to audit the units we did internally, but that is not a certainty. They will do an Annual Management Review. This year, today's meeting will serve as our Management Review (pre-audit) and we'll have another Management Review with all Divisions in December following the certification audit.

- ✓ Division Chiefs have to make sure all improvements stated by the Statewide Council (SWC) are put in place.
- ✓ This is the employee's chance to influence the organization.
- ✓ These procedures are here to stay. It is our effort to make improvements.
- ✓ There is a Power Point presentation for anyone who wants to use it.

Lynne Boyd, FMFMD Chief, and David Freed, SWC Chairperson, addressed the group to let them know of their support and to get prepared for the opening meeting of the audit on September 19<sup>th</sup>.

Chief Boyd:

- ✓ There are four agenda items for the Natural Resources Commission (NRC) Meeting and they are all on FMFMD. Certification is high on the Director's and the Department's agenda.
- ✓ There was a brain storming meeting with the Director and Executives to get out in front of the issues and be proactive instead of reactive.
- ✓ They're amazed at the progress made this year on the WIs with all other things staff have on their plate.
- ✓ They're confident we will be certified. There may be some corrective actions to be taken but those will come out in audit guidance.
- ✓ Staff has given it everything they've got to get to this point. If there's not time to fix some things, they'll get done later.
- ✓ We don't have to know everything – just the processes and where to get information

Chairperson Freed:

- ✓ Chief Boyd has done a great job getting information to and making presentations to the SWC.
- ✓ I (Freed) will be involved on the 19<sup>th</sup> and 30<sup>th</sup> in my role as SWC Chairperson.
- ✓ This is an excellent effort for the Department.
- ✓ I'm here to listen and learn.

### **Internal Audit Report – Howard**

- ✓ We actually haven't had a whole year to get done what we've accomplished. We did it in eight months.
- ✓ Summarized the scoping audit and the fatal flaws found.
- ✓ Described process for showing conformance.
- ✓ We have substance behind us to get the job done.
- ✓ Explained how/what was done to get the 21 WIs addressing the 10 fatal flaws completed.
- ✓ Revisions to original WIs were incorporated by July 19<sup>th</sup>.
- ✓ Within each unit, the first day of the internal audits seemed be overshadowed with a universal "grumpy" code. By the fourth day, the WIs were becoming real and the staff was getting acclimated.
- ✓ Described statewide and unit non-conformances, how solutions were found, and corrective actions taken.
- ✓ At this point, we will get certified – sooner or later. Auditors will find some things wrong and things to challenge.

### **Review Corrective Action Summary for Statewide Non-conformances – Nezich**

- ✓ Group reviewed the *Preliminary DRAFT Corrective Action Summary and Tracking Sheet*. A Statewide Corrective Action Summary and Tracking Record was completed during the meeting, and is attached as part of the meeting minutes.

### **Pedersen - Power Point presentation on the Statewide Guidance Document**

- ✓ Presentation was an abridged version but covers the meat of what's in the whole guidance document.

- ✓ Document is for operational management guidance.
  - ✓ The State Forest Operational Management Guidance Document is on the internet and intranet. It has been approved by the SWC.
- Suggestion made to send it electronically to "ALL STAFF".

### **Boucher – Power Point presentation on Biodiversity Guidance Document**

- ✓ Presentation was a "shorthand" version on biodiversity guidance document which is available to the UMs to provide guidance to their staff.
- ✓ Six sections bring together all the efforts being worked on in one document.
- ✓ Discussed Special Conservation Areas (SCAs), High Conservation Value Areas (HCVAs) and Ecological Reference Areas (ERAs). These are the three categories/identifiers to use in Operations Inventory (OI)
- ✓ Approximately 28% of the state forest is in category "8" but it can still be managed – they've been flagged. Wherever you are in the compartment review process – use it. All "8"s will be pulled out of the data base and a statewide team will put them into the proper categories.
- ✓ All planners should be helping with this project
- ✓ Pages 1-16 are for guidance. Appendix A has its own set of appendixes.
- ✓ The biodiversity planning process has been in continuous use for years. The WI just polishes it up.
- ✓ If a stand is listed as "potential old growth" (POG), figure out why and make sure it's in the stand comments.
- ✓ The process to release POG is in the guidance document. Make sure it goes through the field coordinator and up the chain.
- ✓ We do need to talk about SCAs at compartment reviews and come to agreement at that level.
- ✓ We have the draft document which is not formatted. It will be on the web site next week.
- ✓ Draft Appendix B shows how to code ERAs, SCAs and HCVF.

### **Review of Unit Level Nonconformances – Paluda and O'Neill**

- ✓ District supervisors and UMs get together after this meeting to complete NCRs.
- ✓ If it's a global NCR, use the statewide CAR and you're done.
- ✓ If it's a specific instance with a specific remedy, write up the response for the unit.
- ✓ District supervisors work with the UMs to come up with a remedy and send a copy to the lead auditor.
  - Contact by phone and make sure certification standard is met before submitting.
  - District supervisors make sure the units get the job done.
  - Lead auditor can approve action after any signature.
    - Sign off on bottom. Write "Still pending" if you're not sure if the standard has been met and don't sign off.

### **Preparation for September Certification Audit – Nezich and Howard**

A copy of a letter from Mike Ferrucci, Lead Auditor, was distributed and reviewed. (Copy on file)

- ✓ The "Overview of Audit Plan" shows the dates, times, locations and activities scheduled from 9/19-9/30/2005.

### **Evaluation of Compartments to Visit – Nezich**

A randomly ranked compartment list which focused on the 2004 YOЕ was sent to the UMs. Compartment information was gathered by Unit Managers and forwarded to the auditors – final compartment selections will be made next week. see "*Potential Field Visit Sites*".

### **Maps Being Generated – Discussion/Comments**

- ✓ We did not have a lot of good maps at the scoping audit.
- ✓ Examples of maps with the 2003 and 2004 YOЕ highlighted are on the classroom wall and available for viewing today.
- ✓ 2003 – 2005 timber sales have been mapped and designated as "open" or "closed". They will be put into Arc View and made available to the units.
- ✓ The auditors requested four set of maps – we're working on it. Two copies will be sent to the units before the audit. This layer and other GIS layers will be available.

- ✓ Questioned number of sites designated as “seasonal dwelling”. (Found out they’re warming sheds and they will be removed from the maps.)

#### Public Meetings – Schedule

Letters were sent to stakeholders from lists compiled across the state. Notices are on the MDNR calendar and will be sent in MDNR Press Releases. MDNR personnel are not required to be present. There was an expressed concern that stakeholders would not speak freely with staff present at these meetings.

Meetings were scheduled for:

- ✓ September 19<sup>th</sup> – Mason Building, Lansing 2:30pm – 4:00pm
- ✓ September 22<sup>nd</sup> – Otsego Club and Resort, Gaylord 7:00pm – 9:00pm
- ✓ September 27<sup>th</sup> – Holiday Inn, Marquette 7:00pm – 9:00pm

#### Logistics – Nezich

- ✓ A handout on hosting external audits was reviewed (copy on file);
- ✓ **REMEMBER** everything that is said is “on the record”. Focus on what we have and the tools we use to manage the unit.
- ✓ Items to be made available to the auditors:
  - Unit itinerary and agenda.
  - Forest Plan or equivalent.
  - Internal Audit Report.
  - Road information
  - Personnel list and Organization Chart.
  - Maps (distribution from Lansing)
  - Map of local area
- ✓ Boucher and Pedersen will make a list to get a handle on documents that can be included for each unit.
- ✓ **DON’T** inundate them with “stuff” – just give them what they ask for.

#### Audit Attendance Guidelines – Boyd and Nezich

Q: Do the ORV Techs and Timber Management Specialists have to be available the whole week?

A: The UMs will develop an itinerary for the auditors. There will be two teams of two going in different directions. The itinerary will determine who should be available. Staff familiar with sites/practices to be visited should be available to answer questions.

- ✓ Comments from UMs regarding compartments were sent to the auditors.
- ✓ Compartments will be selected next week.
- ✓ Look at the internal audits for guidance and have specialists who work on the unit participate.

#### Tips for Auditees – Howard

- ✓ This is a training opportunity for all staff.
- ✓ Auditors did not put a limit on the number of staff who may accompany them in the field.

#### Chief Boyd – Comments

- ✓ Just go out and tell them how you do your jobs. We’ve spent 103 years managing the woods.
- ✓ Don’t push your own agenda. If you have a problem, take it to the unit manager, field coordinator or Chief.

Meeting adjourned at 4:25p.m.